POSITION DESCRIPTION

Research Officer, Everymind

Hunter New England Local Health District

Our CORE values Collaboration Openness Respect Empowerment	ourpeopleourculture

Organisation	NSW Health
Local Health District / Agency	Hunter New England Local Health District
Position Classification	Health Mgr Lvl 1
State Award	Health Managers (State) Award
Category	Research & Analytics	Research	Research Officer
Vaccination Category	Category B
ANZSCO Code	134299 Health and Welfare Services Managers nec
Website	www.hnehealth.nsw.gov.au

PRIMARY PURPOSE

Work with the research and project teams to ensure the efficient and effective day-to-day planning and delivery of applied research activities, working in mental health and suicide prevention at a local, state and national level.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

KEY ACCOUNTABILITIES

- Perform quantitative and/or qualitative data collection, entry, verification and analysis.
- Assist the Research Lead in preparation of applications for research grants and ethics as required.
- Contribute to team discussions and research project planning and complete tasks according to an agreed work plan.
- Perform literature searches, collate and communicate findings.
- Contribute to the presentation of findings and outcomes of research in a variety of formats including conferences, workshops, publications, reports and meetings.
- Develop a deep understanding of issues relevant to mental health research, and knowledge of the mental health and suicide prevention evidence base.
- Liaise with a wide range of stakeholders and external organisations to support the effective and efficient delivery of outcomes and encourage collaborative relationships.
- Act in accordance with the HNE Health Values Charter and NSW Health Code of Conduct; model behaviours that reflect the Excellence Framework (Every Patient, Every Time); and ensure work is conducted in a manner that demonstrates values of cultural respect in accordance with HNE Health's Closing the Gap strategy.

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- All staff are expected to take reasonable care that their acts and omissions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given to them and with any policies/procedures relating to health or safety in the workplace that are known to them, as well as notifying any hazards/risks or incidents to their managers.

KEY CHALLENGES

- Ensuring effective relationships with all key partners to maintain the positive reputation of the research project and the Institute.
- Ensuring all tasks are completed on time according to the work plan, or that alternative timelines are negotiated.

KEY RELATIONSHIPS

Who	Why
Research Lead	Collaboration and guidance on work prioritisation.
Other Institute staff and project team members	Contribute to building organisation culture and provide project updates or to assist in completing project tasks.
A range of stakeholders, project partners or contractors and key organisations	Maintaining effective relationships as required by the project plan or in response to enquiries.

SELECTION CRITERIA

1. Tertiary qualifications in health or social sciences or related disciplines.
2. Demonstrated experience working to deliver high quality research outcomes including planning, implementation, problem solving, evaluation and reporting.
3. Demonstrated skills in quantitative and/or qualitative data analysis, with a proficiency in the use of relevant analytical software.
4. Communication and organisational skills evidenced in the production of a broad range of documents including briefs, ethics applications, funding applications, research and project scopes and plans as well as reports and peer-reviewed publications.
5. Knowledge of the principles and evidence base for mental health promotion, prevention of mental ill-health and prevention of suicide.
6. Demonstrated capacity to communicate with a range of internal and external stakeholders.
7. Capacity to work effectively both within a team environment and autonomously.